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**Job Position: Marketing Coordinator – 1 Position CSJ**

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We are seeking organized and very self motivated individual for the position of Marketing Coordinator to help plan, coordinate and execute the logistical sections of marketing campaigns and fundraising events. This role will be in person or remote depending on Public Health guidelines.

**Position Profile:**

The successful candidate will be deeply interested in the work we do and how it is done.

**Key Responsibilities**

- Contribute to event planning, event execution and volunteer management
- Organization of materials and delivery of program resources to participants, as needed
- Provide courteous, professional and prompt customer service over the telephone or by email
- Exhibit professional phone manner, excellent listening skills and a knowledge of the agency and the events being executed (product specifications, price, details)
- Actively develop and maintain relationships with vendors, clients and volunteers
- Follow and maintain budgets
- Interact effectively with different vendors to ensure orders are prepared accurately for delivery or pick-up
- Create and deploy social media communications, content for marketing programs and services for the BHive and special events
- Be an ambassador for Big Brothers Big Sisters through active promotion of programs, services and events
- Develop and implement marketing assets for programs, including Go Girls! , Game On!, and Camp URU;

**Qualifications**

- Strong self-motivator with ability to work independently, with some guidance
- Very organized and great attention to detail
- Excellent people skills and a friendly, responsible, service-oriented attitude
- Strong communication and teamwork abilities
- Tech savviness is a benefit (Microsoft office, Google docs, Square payments, Sign Up.com etc.)
- Able to problem solve effectively and calmly
- Mandatory reference, Family and Children's Services Check, and police checks (will accept a check that is 6 months old or less)
- Certified First Aid Level C and CPR is preferred but not mandatory
- Drivers licence and access to a car is mandatory

**Terms of Employment**

- 35 hrs/week contract position for 8 weeks starting June 21
- \$14.25/hr
- Reports to Executive Director
- Requires Criminal Record Check
- This position is only available due to funds from Canada Summer Jobs

Please forward *Cover Letter/Resume* to Kristen Drexler by May 28, 2020 to [kristen.drexler@bigbrothersbigsisters.ca](mailto:kristen.drexler@bigbrothersbigsisters.ca)